

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio

November 3, 2016

CALL TO ORDER 7:00 P.M

PRESENT: Chairman Christopher Smith, Vice Chairman John Lillich,
 Councilman Christopher Hallum and Jonathan Irvine.

ABSENT: Mayor Robert Weger and Michael Tyler.

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Rep Frank Cihula,
 and Clerk Katherine Lloyd

MOTION: John Lillich moved to excuse Mayor Weger and Michael Tyler from tonight's
 proceedings.
 Seconded by Jonathan Irvine
 Voice Vote: 4 Ayes
 Motion Passes: 4/0

Correspondence:
None

Disposition of Minutes for October 6, 2016

MOTION: John Lillich moved to approve the October 6, 2016 minutes as presented.
 Seconded by Jonathan Irvine.
 Voice Vote: 3 Ayes and 1 Abstention (Hallum)
 Motion Passes: 4/0

Disposition of Minutes for October 20, 2016

Question posed to the contractor will be included on page 5:
"Will there be any type of impoundment for a fuel leak or spill?"

MOTION: John Lillich moved to approve the October 20, 2016 as with the additional comments
 by John Lillich per the recording.
 Seconded by Jonathan Irvine.
 Voice Vote: 3 Ayes and 1 Abstention (Hallum)
 Motion Passes: 4/0

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:05 P.M.
No Public Input
Public Portion closed at 7:05 P.M.

1.) William and Donna Dolsen

Agent/Contractor: Daniel Dolsen

36141 Eddy Rd. – Addition and Front Porch – PPN: 31-A-011-A-01-002-0

Plans stamped received in Building Department 9/21/16

Plans reviewed by Building Department 10/31/16

Present: William & Donna Dolsen (owner) and Daniel Dolsen (contractor)

All are at same address: 11297 Plank Rd., Huntsburg, Ohio

Owner/Representative Comments:

We plan a second floor addition and the addition of a front porch. Everything on the exterior will be replaced on the existing home (windows, siding, roof). It will be a 1 ½ story house instead of a ranch.

Building Commissioner's Comments (Wyss):

They will go for a BZA variance for the front setback because the porch is another 10 feet in front of the house. *8 feet from the furthest point.* The only Code I can go by is +/- 5 feet of the averages of the houses on either side. To expedite the process for the Dolsens, it is here for architectural review before the variance review. A motion would be contingent on the BZA approving the variance next week.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Smith) Your intent at the end is that it will look like it has always been there? *Yes.*

Do you have ideas about the colors? *They are shades of green and tan. There will be 7-inch single lap on the lower part with a rot-resistant Azac or burrel trim on the Polaris vinyl windows in a tan or cream. The gable ends and the dormers will have dark green double shake.*

(Lillich) There is something sketched in on the north elevation. *That is the existing addition. It will be re-sided.*

MOTION: John Lillich moved to approve the plans for the Addition to the second floor and Front Porch at 36141 Eddy Rd. pending the approval of the BZA.

Seconded by Councilman Hallum.

Voice Vote: Ayes Unanimous.

Motion Passes: 4/0

2.) Najeh Salti

Agent/Contractor: American Construction

2930 Gatsby Lane – '20x20' Pool House Storage – PPN: 31-A-005-H-00-015-

Plans stamped received in Building Department 10/21/16

Plans stamped reviewed by Building Department 10/31/16

Present: Jordyn Kapis (American Construction)

Owner/Representative Comments:

Specs for the proposed 20'x20' pool house and pictures of the existing house distributed. Within the pool house, there will be a 13'x20' sitting area. Behind that will be an 8'x7' storage room and a 12'x7' bathroom. Siding and roof will match the existing house. There will be two columns in the front. Each will sit on a bigger column which will be surrounded by brick, which also matches the house.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Smith) Are the doors to the storage room and bathroom in the back? *Yes, and there is 4-ft walkway behind it.* It is a covered area? Is that a counter top? *The counter top is no longer there. I will send new drawings. It is just a covered area. The only wall in the sitting area is in the back. The two sides are open.*

(Wyss) Jonathan identified that the pool equipment which used to be on the side of the house is moving to behind the pool house.

(Smith) Is the fence new? *Yes, it will be new.* It is the aluminum to look like wrought iron? *Yes.* The siding will match the house? *Yes, everything will match.*

(Hallum) Will it have gutters? *Yes, and downspouts. Would you like new drawings?* No, we can make notation on the drawing.

(Wyss) The gutters and downspouts can be a contingency of approval.

MOTION: Jonathan Irvine moved to approve the plans for the 2930 Gatsby Lane at '20x20' Pool House Storage as presented with the addition of gutters and downspouts.

Seconded by John Lillich.

Voice Vote: Ayes Unanimous.

Motion Passes: 4/0

3.) Duane Mathias and Sheri Veri Mathias

Agent/Contractor: TBD

2592 River Rd. – Pole Building – PPN: 31-A-011-0-01-045-0

Plans stamped received in Building Department 10/28/16

Plans stamped reviewed by Building Department 10/31/16

Present: Duane Mathias and Sheri Veri Mathias

Owner/Representative Comments:

We plan to build 3-car Pole barn with vinyl siding. It will have a man-door on the east side and windows on the west. The barn will be behind the garage. Everything will match to the existing house. Right now the house and garage have old aluminum siding on them. It will be changed to vinyl in the future. Pictures distributed which show views of the existing property and the future site of the pole barn.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Smith) What color is the siding? *White. The trim will be yellow or green. The house at 2586 is yellow. We do not want to have five yellow structures in a row. We want to keep each property individualized* What color shutters are on the house now? *Hunter green.*

(Lillich) You might want to consider an overhang up and down the gable which saves weathering and splashing. *It makes sense.*

(Hallum) Are the Garage doors 8 ft.? No, they are 9 ft. doors with an 8 ½ ft. opening. The total height is about 15 feet 4 inches.

(Mathias) The property address is for the barn actually 2592 River Rd.

(Wyss) 2586 River Rd. was the address on the application. The pole barn will be on 2592 River Rd. It will be corrected to 2592 River Rd.

MOTION: Councilman Hallum moved to approve the plans for the Pole Building at 2592 River Rd. as presented.
Seconded by John Lillich.
Voice Vote: Ayes Unanimous.
Motion Passes: 4/0

(Smith) We are amending the Agenda. The item under Planning Commission is being moved to Architectural Review because it is an existing sign that is being altered. We will stay in Architectural Board.

4.) Gateway Professional Center, LLC
Agent/Contractor: Signs N Stuff, Inc.
2775 Bishop Rd. – New Digital Sign Cabinet – PPN: 31-A-025-0-00-048-0
Plans received in Building Department 10/24/16
Plans reviewed by Building Department 10/28/16
Present: Bill Budziak (Signs-N-Stuff) and Russell Birzin (Gateway Professional Center, LLC)

Owner/Representative Comments:

The new sign is proposed for the existing pillars on the SW quadrant corner facing the Bishop-Eddy Rd. intersection. The original plans did provision for a sign to be erected on that but was not. The new sign would be a single-sided structure with a LED full color screen on the lower portion and a header with the name of the property and the address. The lighting changes day to night and night to day. The scrolling portion of the message will comply with city regulation.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Lillich) Based on the current tenants, what do you plan to put on scrolling sign? *It allows for a change of tenants and advertising of upcoming events.*

(Smith) Does this meet requirements as submitted?

(Wyss) It does. We need to remind the applicants that the digital portion of the sign should be a message shown for an 8 second interval before it changes to another message that lasts for another 8 second interval. It is important that drivers are not distracted.

(Lillich) It is one of the nicer signs. *It is state of the art.*

MOTION: John Lillich moved to approve the plans for the New Digital Sign Cabinet at 2775 Bishop Rd. as presented.
Seconded by Jonathan Irvine
Voice Vote: Ayes Unanimous.
Motion Passes: 4/0

PLANNING COMMISSION

Public Portion opened at 7:31 P.M.

Cheryl Ota, 2960 Marcum Blvd.

Please have the applicants use the microphone in this open meeting. We cannot hear in the audience.

Public Portion closed at 7:32 P.M.

No Pending Projects

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MAYOR'S REPORT

None

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

- The Building Commissioner and I met to finalize the Foreclosed Property Ordinance. It was been moved back to 1st Reading because it was provided to Council early. There were concerns about whether the fees are necessary and whether the fees might discourage banks from foreclosing on properties. They also questions whether fees were being charge to save time for the Building Administrator. They were urged to discuss this with the Building Administrator.
- A meeting will be schedule to start discussion about the Keeping of Horses Ordinance.
- Council has started review of the Cell Tower contract. It was on 1st reading last session. Per Board discussion, there was a request to view the contract during the Public Hearing. Once completed, the contract will be a public record. There have not been additions to the plans needed for review and updated information or on the request for 'stake out' the 50'x50' lease area. Another meeting with TowerCo is planned.

BUILDING COMMISSIONER'S REPORT (Wyss)

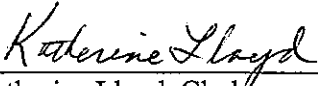
None

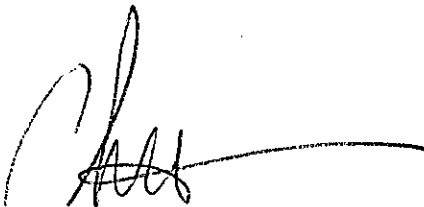
CHAIRMAN'S REPORT

- Councilman Hallum, Mr. Wyss, Mr. Cihula and our clerk, Ms. Lloyd will attend the Ohio Chapter of the American Planning Association meeting tomorrow.
- Master Plan Review – Chapters 1, 2 and 3: We do not have a full Board for discussion. Because of the end of the year is coming, Mr. Smith suggested that the planners at his firm could do a review, update and point out areas for additional consideration. Sections could be emailed to Board members. They would do the review *pro bono*.

MOTION: Motion by John Lillich.
Vote called by Chairman.
Ayes Unanimous

Meeting Adjourned at 8:38 P.M.


Katherine Lloyd, Clerk


Chairman

11/17/16
Date Approved